



Equality and Diversity Strategy and Single Equality Scheme

Objective	Action required	Person responsible	Date to be completed	Mapped against Single Equality Scheme
<p>1. The college will comply with equality legislation and best practice</p>	<p>Revise the Equality and Diversity policy and associated procedures related to the protected characteristics outlined in the Equality Act (2010). Revise policies related to Equality and Diversity Implement a formal reporting system for Equality and Diversity Issues. Undertake impact assessments of new policies.</p>	<p>DW/EF/SB/SA Responsible managers</p>	<p>End Aug 2011 and ongoing</p>	<p>1. Raise and maintain awareness of all stakeholders, of the College's commitment to equality and diversity demonstrated in the Single Equality Scheme.</p>
<p>2. All staff and students will be aware of the legislation which relates to Equality and Diversity and their rights and responsibilities and in particular zero tolerance of discriminatory and bullying behavior.</p>	<p>Staff [including governors] Staff induction to incorporate E&D information accessible via the VLE. Existing information to be reviewed and enhanced as appropriate. Staff development calendar to include E&D sessions appropriate to the needs of individual groups of staff E&D qualification for staff to be researched and offered to staff who wish to enhance their knowledge Briefing session to be delivered to Governors Staff briefing on student induction programme to include emphasis on equality and diversity elements Students Establish a consistent student induction incorporating relevant equality and diversity information, introduction to the E and D coordinator and reinforces the principle of zero tolerance (respect campaign). Establish a student tutorial offer including the availability of standardised material on the VLE, and the Equality and Diversity Co-ordinator to be available as a guest speaker in tutorial sessions Enhance information on the website and develop printed promotional material Continued promotion of Equality and Diversity week with student, staff and partner involvement</p>	<p>SA/SB SA/SB SB SB SB → EP JR/SB/EP/NC CD's/SB/EP LD/SB SB</p>	<p>End July 2011 and ongoing End July 2011 and ongoing Sept 2011 Oct 2011 Beginning Aug 2011 End Aug 2011 Sept 2011 Sept 2011 Sept 2011 and ongoing</p>	<p>1.Raise and maintain awareness of all stakeholders, of the College's commitment to equality and diversity demonstrated in the Single Equality Scheme. 2.Provide adequate resources and information in an accessible format</p>

Objective	Action required	Person responsible	Date to be completed	Mapped against Single Equality Scheme
<p>1. Further enhance the embedding and promotion of Equality and Diversity within Teaching and Learning, achieving an observation profile in line with the College KPI.</p>	<p>Staff development calendar to include E&D sessions appropriate to the needs of individuals or groups of staff Lesson observation process to continue to incorporate assessment of the promotion of E&D Training for observers to be delivered to ensure that observers are correctly identifying equality and diversity issues within the classroom Ensure that feedback to individuals specifically identifies areas for development in relation to E&D Provision of 1-1 support for staff following observation</p> <p>Consistent expectations to be established in relation to the inclusion of E&D related information on Schemes of Work and Lesson Plans Standardisation and moderation of observation forms to include reference to effective assessment of E&D</p>	<p>SA/SB DW/SB DW DW/SB/ Observers SB/BW DW/BW/SB DW/SB DW/BW/SB</p>	<p>End July 2011 and ongoing Sept 2011 and ongoing July 2011 Sept 2011 and ongoing Sept 2011 and ongoing August 2011 Sept 2011 and ongoing</p>	<p>3.Embed the Single Equality Scheme in all curriculum areas. 4.Embed the Single Equality Scheme in to the Self assessment process and action planning</p>
<p>2. Reduce the number of early leavers/withdrawals from minority ethnic groups, particularly at age 16 – 18, improving retention for all groups in line with the College KPI</p>	<p>Ensure the early identification of <u>all</u> students at risk, particularly including 16 – 18 students from minority ethnic groups [see in-year retention 2010/11] Ensure that students are appropriately supported and that their progress is monitored via the Personal tutor system Develop and implement a system of Student mentors including support for student mentors Analysis of Early Leavers and retention data by E and D categories and multiple deprivation indices to inform decisions relating to future actions Regular monitoring and reporting of information, including student feedback Further improve communication flows between areas to ensure a more holistic approach to student support.</p>	<p>EP/SB EP/CD's/SB RB/EP EP/DW/SB DW/SB EP</p>	<p>Sept 2011 and ongoing Sept 2011 and ongoing Sept 2011 Sept 2011 and ongoing Sept 2011 and ongoing Sept 2011</p>	<p>6.Enhance performance monitoring and action planning of E&D developments and issues with particular focus on achievement gaps.</p>

Objective	Action required	Person responsible	Date to be completed	Mapped against Single Equality Scheme
3. The achievement gaps which exist between different groups of learners will be closed, ensuring that achievement and success rates for all groups are in line with the College KPI	<p>Ensure availability of E&D data by qualification, SSA and College level to facilitate monitoring and reporting including attendance, retention, achievement, success, value added, progress review analysis, progression and destinations</p> <p>Mandatory training for course leaders and personal tutors on addressing achievement gaps for E and D categories and areas of multiple deprivation</p> <p>Regular monitoring and reporting of Learner Voice information</p> <p>Ensure all course leaders are aware of the SEPi report and replicate the SEPi report internally as part of the College performance monitoring model.</p> <p>Robust self-assessment and action planning at all levels</p> <p>Further improve communication flows between areas to ensure more holistic approach to student support.</p>	<p>JH/DW/EP</p> <p>DW/SB</p> <p>EP/NC</p> <p>JH/DW</p> <p>DW/CD's/CM's</p> <p>EP</p>	<p>Sept 2011</p> <p>Sept- Dec 2011</p> <p>Sept 2011 and ongoing</p> <p>August 2011 and ongoing</p> <p>Sept 2011</p>	6.Enhance performance monitoring and action planning of E&D developments and issues with particular focus on achievement gaps
4. Recruitment of staff and governors will reflect the student population of the College in relation to Equality and Diversity groups	<p>Review existing recruitment process for staff and governors, implementing changes as required</p> <p>Deliver briefing session to Governors</p>	<p>FH/SA/SB</p> <p>SB</p>	<p>Sept 2011</p> <p>October 2011</p>	5.Embed the Single Equality Scheme in recruitment and selection
5. Progression rates for all groups are in line with the College KPI	<p>Ensure that students are appropriately supported and that their progress is monitored via the Personal tutor system</p> <p>Progression information to be analysed and reported</p>	<p>CD's/EP</p> <p>EP/DW/SB</p>	<p>Sept 2011 and ongoing</p> <p>Nov 2011 and ongoing</p>	4.Embed the Single Equality Scheme in to the Self assessment process and action planning.

Objective	Action required	Person responsible	Date to be completed	Mapped against Single Equality Scheme
6. Enhance mechanisms to gather student views in relation to all aspects of Equality and Diversity	Use a range of mechanisms to collect the Learner voice including: Student tutorial/Learner voice meetings Focus groups QDP surveys Research possibility of forming a student E&D group reporting to the E&D committee Ensure that the demographic make-up of the student Course representatives are representative of the student population Enhance monitoring and reporting of student feedback by E&D category	NC/SB NC NC EP/DW	Sept 2011 and ongoing Sept 2011 Oct 2011 Sept 2011 and ongoing	1.Raise and maintain awareness of all stakeholders, of the College's commitment to equality and diversity demonstrated in the Single Equality Scheme
7. Ensure appropriate mechanisms are in place to meet the needs of all learners	Ensure the early identification of all students at risk, particularly including 16 – 18 students from minority ethnic groups [see in-year retention 2010/11] Ensure that students are appropriately supported and that their progress is monitored via the Personal tutor system Develop and implement a system of Student mentors including support for student mentors Analysis of Early Leavers and retention data to inform decisions relating to future actions Regular monitoring and reporting of information, including student feedback Further improve communication flows between areas to ensure a more holistic approach to student support.	EP/SB EP/CD's/SB RB/EP EP/DW DW/SB EP	Sept 2011 and ongoing Sept 2011 and ongoing Sept 2011 Sept 2011 and ongoing Sept 2011 and ongoing Sept 2011	7.Embed the use of equality and diversity impact assessment to support the SES and uphold the E&D Principles
8. Achieve and maintain Fairtrade status	Complete and submit application Monitor compliance with policy and report Continue to promote Fairtrade Fortnight. Resubmit the renewal application in May 2012.	SB SB	Complete Ongoing Feb/Mar 2012	1.Raise and maintain awareness of all stakeholders, of the College's commitment to equality and diversity demonstrated in the Single Equality Scheme.

